

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location Orlando, FL	5. Duty Station Orlando, FL	1. Agency Position No. NL11983
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests	9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6. OPM Certification No.
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)	11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive	13. Competitive Level Code 1143
14. Agency Use					

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Systems Accountant	GS	0510	11		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)


17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment Department of the Army	c. Third Subdivision Directorate for Resources
a. First Subdivision Army Materiel Command	d. Fourth Subdivision Cost Analysis and Systems Division (RC)
b. Second Subdivision Simulation, Training and Instrumentation Command	e. Fifth Subdivision
19. Employee review - This is an accurate description of the major duties and responsibilities of my position.	Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor  
Mack R. Perry, Chief  
Cost Analysis and Systems Division

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

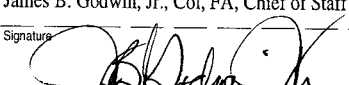
Signature:  Date: 8-18-00

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position  
USOPM PCS for GS-510 Series, July 1999, HRCD-7

Typed Name and Title of Official Taking Action  
James B. Godwin, Jr., Col, FA, Chief of Staff

Signature:  Date: 22 Aug 00

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks  
Position is at the Full Performance Level.  
BUS: 7777

25. Description of Major Duties and Responsibilities (See Attached)

## Systems Accountant, GS-0510-11

### Introduction:

The purpose of this position is to provide professional accounting services to assigned organization(s).

### II. MAJOR DUTIES

Serves as a systems accountant to perform professional work requiring the application of accounting principles, theories, concepts, and practices to ensure that financial management and accounting systems produce accurate results and meet legal and regulatory requirements. Works with computer specialists to develop, implement, and modify accounting systems to meet the organization's needs. The work requires adaptation of current or proposed systems and processes and a thorough knowledge of automated accounting systems. (100%)

#### Tasks:

1. Analyzes and evaluates accounting and financial policies, systems, and proposed system changes. Adapts and modifies existing systems to meet changing requirements or to comply with new legislation.
2. Identifies accounting needs not met by the prescribed system, recommends improvements in accounting and financial procedures or services, and submits systems change requests.
3. Recommends requirements for data flow controls and output requirements necessary for the design of automated systems.
4. Designs, prescribes, implements, or modifies unique financial management sub-systems and applications which serve to supplement primary accounting systems.
5. Develops, coordinates, and analyzes accounting procedures to resolve operational problems.
6. Advises other accountants, functional users, technicians, and program directors on systems interfaces and implementation requirements.
7. Analyzes output for reliability and accuracy and for the effects of actions on other accounts or systems. Performs special studies to identify accounting deficiencies or for correction of improprieties disclosed through audit.
8. Provides technical trend and analysis accounting advice for management decision making and evaluation of possible problem areas.

9. Develops and issues training instructions, provides user training and assistance on systems applications, responds to user questions, and resolves problems.

10. Attends meetings and conferences on system integration and problem solving and maintains liaison with functional and technical personnel using existing systems.

### III. KNOWLEDGES, SKILLS AND ABILITIES (KSAs)

#### A. Selected Staffing KSAs:

1. Knowledge of the laws and regulations governing accounting procedures

2. Ability to analyze, interpret, and query financial data in preparing reports, schedules, and statements

3. Knowledge of financial management systems and concepts

4. Ability to communicate orally

5. Ability to communicate in writing

6. Knowledge of generally accepted accounting principles and standards

#### B. Basic Training Competencies:

1. Knowledge of the laws and regulations governing accounting procedures

2. Skill in the design and development of programming procedures and specifications

3. Ability to analyze, interpret, and query financial data in preparing reports, schedules, and statements

4. Knowledge of financial management systems and concepts

5. Knowledge of automated data processing concepts, systems capabilities, and economic usage to effectively complete assignments

6. Ability to communicate orally

7. Ability to communicate in writing

8. Ability to plan, organize work, and meet deadlines
9. Knowledge of generally accepted accounting principles and standards

#### IV. CLASSIFICATION FACTORS

##### Factor 1. Knowledge Required by the Position    Level 1-7 (1250 Points)

1. - Professional knowledge of and skill in applying accounting principles, theories, and techniques to independently perform accounting work for operational programs or systems and to analyze and advise managers on accounting and financial matters.

- Knowledge of trends and developments in the accounting profession.

- Skill in applying and adapting standard accounting principles, theories, techniques, and procedures to cases where little or no precedent information exists.

- Knowledge of the organization missions, functions, applicable regulations, and their relationship to other Federal activities and private industry to determine the impact of financial transactions on internal and external operations.

- Skill in gathering, assembling, consolidating, and analyzing financial data and drawing conclusions.

- Skill in written and oral communication sufficient to prepare reports and guidance and to provide briefings on controversial or complex topics.

- Ability to establish and maintain effective relationships with and gain the cooperation of various levels of management within the Federal or private sectors.

- Ability to resolve complex or controversial issues or problems and provide advice and assistance on matters of equal difficulty.

- Knowledge of automated accounting systems design practices and limitations to develop an automated subsystem or revise an existing system in conjunction with computer programmers and software specialists.

##### Factor 2. Supervisory Controls                      Level 2-4 (450 Points)

The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop deadlines, projects, and possible approaches. The employee is responsible for actions such as planning and carrying out the assignments, directing the work of others, resolving most of the

conflicts that arise, coordinating the work with others, interpreting policy and regulatory requirements, and making recommendations to meet established objectives. The employee keeps the supervisor informed of progress and potentially controversial matters. Work is reviewed from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

Factor 3. Guidelines

Level 3-3 (275 Points)

Guidelines are available but are not completely applicable. The guidelines are interpretive in nature and do not specifically cover all situations encountered. The employee is frequently required to exercise judgment to modify or adapt accounting techniques, methods, or plans to meet the specific situation. The accountant uses judgment in interpreting and adapting guidelines or work directions for application to specific cases or problems.

The accountant analyzes results and recommends changes.

Factor 4. Complexity

Level 4-4 (225 Points)

The work typically involves varied duties requiring many different and unrelated processes, methods, and accounting functions. Decisions regarding what needs to be done are based on continual analysis of systems and functions in terms of their effectiveness in maintaining accountability over funds and providing reliable accounting data to serve as the basis for sound financial decisions and protection against theft and fraud. The work requires the accountant to determine the nature and extent of problems encountered, develop recommendations to fit the situation, coordinate document flow and data use among numerous organizations, and effectively present alternative solutions to management.

Factor 5. Scope and Effect

Level 5-3 (150 Points)

The purpose of the work is to independently perform a variety of accounting assignments by applying conventional accounting principles, practices, regulations, and procedures. The work provides program and operational accounting support.

Factor 6. Personal Contacts

Level 6-3 (60 Points)

Personal contacts include officials, managers, professionals, and employees and executives of other agencies and outside organizations. Typically, they are representatives of contractors, lawyers and accountants of business firms, administrators, and representatives of state and local governments or other Federal agencies. Also characteristic at this level are contacts with the director or deputy director of the employing agency.

Factor 7. Purpose of Contacts

Level 7-2 (50 Points)

The purpose of contacts is to plan, coordinate, or conduct accounting assignments. The accountant resolves problems related to assigned responsibility, coordinates the technical support of subject-matter experts, resolves questions, and clarifies differences of opinion.

Factor 8. Physical Demands

Level 8-1 (5 Points)

The work is primarily sedentary. Typically, the employee sits comfortably to do the work; however, there may be some walking, standing, bending, or carrying of light items (such as papers, books, or small manuals).

Factor 9. Work Environment

Level 9-1 (5 Points)

The work is usually performed in an office setting requiring normal safety precautions.

## COREDOC CLASSIFICATION SUMMARY

In this position:

Duty A. 100% GS-0510-11 Systems Accountant

### Systems Accounting

The classification criteria for this menu are based on the OPM, FES, Position Classification Standard for the Accounting Series, GS-510 (TS-92), December 1989.

GS-11 Point range: 2355 - 2750

Total Point: 2470

Grade: GS-11

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 11983

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."